TERRE HAUTE A LEVEL ABOVE

JOB POSTING

Position: System Administrator   **Dept:** Information Technology

Posting Dates: **1/31/08 until filled**

Position Responsibilities (include but are not limited to the following):
Installs, configures and maintains server hardware, network devices and operating systems. Sets up, configures, and supports internal and/or external networks. Develops and maintains all systems, applications, security, and network configurations. Monitors email and web servers, filtering, and storage. Creates user accounts and maintains security levels on applications, storage folders and databases. Troubleshoots network performance issues, analyzes and resolves problems associated with server hardware. Tests and evaluates network systems servers and desktop systems to eliminate problems and make improvements. Recommends hardware, software applications, upgrades and patches. Provides technical support and guidance to users. Creates tests and maintains disaster recovery plans.

Knowledge, Skills, and Abilities Required:
- Strong background with Windows Server Operating Systems and Networking
- Understanding of LAN and WAN configuration and management.
- Citrix and other RDP package experience
- Strong background with Microsoft Office Products
- Web applications and content management tools

Minimum Qualifications:
- Experience in a team lead or project management position essential.
- Working knowledge of Windows Server 2003, Server 2000, Active Directory, Microsoft Exchange, IIS, and Microsoft SQL Server is required.
- Working knowledge of Cisco networking equipment and operating systems is desired.
- Working knowledge of XP/2000, Office Professional, Visio, Adobe Acrobat, Internet Explorer, and similar desktop applications is required.
- Working knowledge of Citrix and other remote desktop applications are desired.
- Experience with server based Antivirus software is desired.
- Microsoft certifications are preferred.
- Experience with web applications and content management tools (IIS, Zope, Apache, PHP, Python, ASP, etc.) is desired.

Education/Training: Bachelor of Science degree in computer science or information technology.

Experience: Minimum of 1 year experience in a computer related field.

Working Conditions: Office setting.

Physical Requirements:
- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to extend hand(s) and arm(s).
- Ability to lift up to 50lbs.

Internal Candidates must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.

How To Apply: Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute
Human Resources
17 Harding Ave
Terre Haute, IN 47807
Confidential Fax: 812-244-2302   Email: hr@terrehaute.in.gov
Applications will be accepted until the position is filled.